

# City of Quincy

## **"REQUEST FOR PROPOSALS"** **TAX TITLE AUCTION SERVICES** **FOR**

### **A SALE OF TAX TITLES BY INSTRUMENT OF ASSIGNMENT**

**TAX DEPARTMENT**

**APRIL 19, 2012 @11:30 A.M.**

The City of Quincy, acting through Deborah Coughlin, Collector of Taxes for the City and as custodian of property pursuant to Massachusetts General Law Chapter 60 and all other applicable laws of the Commonwealth, wishes to receive proposals for professional auction services for the marketing and sale of tax title assignments. The desired services are to be provided in two phases: first through the marketing of tax titles, second by conducting the public auction sale.

All terms and conditions governing the sale must comply with the purposes and intent of M.G.L. Chapter 60 and all other applicable laws of the Commonwealth. A contract shall be awarded. For the purposes of this RFP, the properties consist of, but are not limited to list included as attachment A. The City of Quincy may add or delete properties from this list at any time prior to the auction.

The term of the contemplated contract shall be for one year, together with the right of the City, in its sole discretion, to extend said contract for up to 2 (two) additional one-year periods.

Detailed specifications are available on-line at the City of Quincy's website, [www.quincyma.gov](http://www.quincyma.gov) and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30 <sup>AM</sup> and 4:30 <sup>PM</sup> for a non-refundable printing charge of \$25.00

The City of Quincy may cancel this RFP, or accept or reject any or all proposals in whole or in part, at any time whenever it is deemed to be in its best interests.

The City of Quincy will not be responsible for any costs incurred by a proposer in preparing and submitting a proposal in response to this RFP.

The submission and review of such proposals must comply with the purposes, terms and intent of M.G.L. Chapter 30B and all other applicable laws of the Commonwealth. Acceptance of any submission and price proposal to provide such services is subject to the availability of funding. The award of the contract for auctioneer services is subject to approval by the City of Quincy.

Bids/Proposals will be received at the office of the Purchasing Agent until the time and date stated above, at which time and date they will be opened and registered. Late Bids/Proposals, delivered by mail or in person, will be rejected.

Thomas P. Koch, MAYOR

Kathryn R. Hobin, Chief Procurement Officer

LEGAL: APRIL 2, 2012  
LEGAL: APRIL 5, 2012

GOODS & SERVICE  
P.O. # S041912

DEPT.CHARGED: TREASURERS

# CITY OF QUINCY

## REQUEST FOR PROPOSAL: TAX TITLE AUCTION SERVICES FOR A SALE OF TAX TITLES BY INSTRUMENT OF ASSIGNMENT

### A. Overview

1. The City of Quincy wishes to receive proposals for professional auction services for the marketing and sale of tax title assignments.

The desired services are to be provided in two phases: first through the marketing of tax titles, second by conducting the public auction sale.

All terms and conditions governing the sale must comply with the purposes and intent of M.G.L. Chapter 60 and all other applicable laws of the Commonwealth. A single contract shall be awarded. For the purposes of this RFP, the properties consist of, but are not limited to list included as attachment A. The City of Quincy may add or delete properties from this list at any time prior to the auction.

2. A proposal shall remain valid through the award date of the contract for the services herein sought.

3. The City of Quincy may cancel this RFP, in whole or in part, at any time whenever such an act is deemed to be in its best interest.

4. The City of Quincy will not be responsible for any costs incurred by any proposer in preparing and submitting a proposal in response to this RFP.

5. Time is of the essence. A sale by public auction must be conducted no later than *May 15, 2012*

6. All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: [khobin@quincyma.gov](mailto:khobin@quincyma.gov) and cc: to [ktrillcott@quincyma.gov](mailto:ktrillcott@quincyma.gov) Questions will be accepted until April 13, 2012 at 4:00 p.m.

## **B. Proposal - Submission Procedures**

1. The submission and review of such proposals must comply with the purposes and intent of M.G.L. Chapter 30B and all other applicable laws of the Commonwealth. Acceptance of any proposal and fee quotation to provide such services is subject to the availability of funding.

2. Two sealed envelope must clearly identify the party submitting the "Technical Proposal" and the "Price Proposal" and indicate that it contains information for "**Tax Title Auction Services.**"

*One original and five copies must be contained in the submission.*

*The proposal must be submitted to:*

**City of Quincy**

**Purchasing Agent**

**1305 Hancock Street**

**Quincy, MA 02169**

### ***Re: TAX TITLE AUCTION SERVICES***

3. Proposals must be received no later than **April 19, 2012 @ 11:30 a.m.** Proposals and/or quotations may be changed or withdrawn prior to but not subsequent to this date and time. Changes or corrections may be made by submission of such change in writing in a sealed envelope, which identifies the submitting party and indicates that it contains a change or correction to the proposal for "**TAX TITLE AUCTION SERVICES**".

4. The City of Quincy reserves the right to accept or reject any or all proposals if it is deemed to be in the best interest of the City to do so.

5. The fee quotation shall include adequate provision for all proposed services including any direct reimbursable expenses.

## **C. Modifications to Proposals**

1. Modifications to proposals or fee quotations may be submitted prior to the date and time specified for receipt of proposals.

2. An original and 5 copies must be submitted together with a transmittal letter signed by an authorized official of the firm.

3. Modifications must be submitted in sealed envelopes, clearly marked "TAX TITLE AUCTION SERVICES – Modification No. - ".

**D. Submission Requirements:** The following shall be considered to be the minimum requirements for submission.

Each proposal submitted shall contain the following:

1. Responses to comparative evaluation criteria (See Section G). You should type the question prior to each response and then explain how each of the criteria is met.
2. Certificates of non-collusion, non-discrimination and affirmative action, and tax compliance.
3. Proof of licensure as an auctioneer & salesperson, proof of active licensure as a salesperson and a list of sales conducted including dates & contact information for verification purposes required under "Section E. Quality Requirements", paragraphs 1-5 in this RFP.
4. A brief written analysis of each tax title to be offered.
5. Proposed fee(s) (in a separate envelope-1 original and 5 copies)

**E. Quality Requirements:** The following shall be considered minimum standards necessary to perform the scope of work. Acceptable evidence or certification must be provided to demonstrate the minimum standards are being met. Failure to meet the minimum standards as described below shall result in a rejection of the proposal.

1. Actively licensed real estate salesperson and auctioneer in the Commonwealth of Massachusetts (Attach copies of licensure and proof of active status of real estate sales person license).
2. Completion of five (5) tax title sales per MGL Chapter 60 Section 52 within the past (5) years.
3. Completion of five (5) sales with Internet bidding capabilities within the past five (5) years.
4. Completion of two (2) municipal sales conducted with Internet bidding capabilities within the past 5 years.

### **Scope of Services:**

The services will be provided in two phases as outlined below.

#### **Phase I. Marketing:**

1. Meet with representative(s) of the City of Quincy to discuss the objectives of sale.
2. Develop a plan to broadly advertise and market the property to inform and contact the highest potential pool of qualified bidders, investors and abutting property owners. Implement the plan developed.
3. Develop a plan to maximize Internet visibility

#### **Phase II. Conduct the sale:**

1. Confirm qualifications and eligibility of prospective bidders.
2. Receive bidder deposits on behalf of the City of Quincy.
3. Administer bids placed on the Internet
4. Provide services of a qualified and experienced auctioneer, technical staff and administrative staff to conduct the sale.
5. Oversee return of bid deposits to unsuccessful bidders at conclusion of the sale.
6. Provide detailed reporting of the auction, its participants and results.

### **G. Comparative Evaluation Criteria:**

Each proposer must indicate if and how they meet the following Comparative Evaluation Criteria. Responses to each of these criteria will be judged in three

(3) Rating categories:

1. *Highly Advantageous*
2. *Advantageous*
3. *Not Advantageous*

A composite rating for each proposal will be based on the rating of each of the following; Comparative Evaluation Criteria.

To what extent are the following met?

## **1. Effectiveness of auction marketing plan.**

**Please describe the marketing plan you/ your firm would implement for the auction sale outlined in this RFP. Specify the media's and frequencies to be used. Provide an overview of the implementation of the marketing plan and an explanation of marketing strategy.**

***Highly Advantageous:*** The marketing plan is comprehensive and addresses a full range of potential buyers and interested parties. The marketing plan completely addresses the scope of the sale. The respondent demonstrates a superior knowledge of the requirements for marketing a sale of the scope of this RFP.

***Advantageous:*** Marketing plan is sophisticated and addresses some of the potential buyers and interested parties. The marketing plan partially addresses the scope of the sale. The respondent demonstrates some knowledge of the requirements for marketing a sale of the scope of this RFP.

***Not Advantageous:*** Marketing plan is simplistic and addresses few of the potential buyers and interested parties. The marketing plan poorly addresses the scope of the sale. The respondent demonstrates little knowledge of the requirements for marketing a sale of the scope of this RFP.

## **2. Sale day processes and systems**

**Please address how you/ your firm will manage all required sale day processes and systems in a manner that is effective and efficient including; check in, verification of identification, deposit collection, bid calling, maximizing bidding, bid clerking, return of deposits to unsuccessful bidders, check out of winning bidders and post auction reporting.**

***Highly Advantageous:*** The respondent demonstrates robust, highly effective & efficient processes and systems that exceed the requirements of this RFP. The respondent has fully addressed all of the tasks required for sale day operations. The respondent demonstrates a high level of knowledge and understanding of the processes and systems required to successfully service the "sale day" requirements of this RFP.

***Advantageous:*** The respondent demonstrates adequate & effective/ efficient processes and systems that meet the requirements of this RFP. The respondent has fully or mostly addressed all of the tasks required for sale day operations. The respondent demonstrates knowledge and understanding of the processes and systems required to successfully service the "sale day" requirements of this RFP.

***Not Advantageous:*** The respondent demonstrates inadequate processes and systems that do not meet the requirements of this RFP. The respondent has not fully addressed the tasks required for the "sale day" requirements of this RFP.

#### **4. Internet based bidding and overall Internet visibility of the sale**

**The City of Quincy would like to utilize Internet based bidding for the auction sale outlined in this RFP. The City of Quincy would like to achieve maximum Internet exposure and search engine visibility for the auction sale outlined in this RFP. Please describe the methods and systems you/ your firm will use to implement Internet based bidding. Please describe the methods and systems you/ your firm will use to maximize overall Internet exposure and search engine optimization**

***Highly Advantageous:*** The respondent demonstrates a high level of understanding of the technical requirements for an Internet based platform that fully addresses the Internet based bidding requirements of this RFP. The respondent has comprehensively addressed the logistical and technical requirements of implementing an Internet based bidding platform. The respondent has comprehensively addressed achieving maximum Internet exposure to potential buyers & interested parties and the greatest degree of index ability through search engine optimization (SEO) and other suitable methodology.

***Advantageous:*** The respondent demonstrates some knowledge of the technical requirements for an Internet based platform that fully addresses the Internet based bidding requirements of this RFP. The respondent has fully/ mostly addressed the logistical and technical requirements of implementing an Internet based bidding platform. The respondent has fully/ mostly addressed achieving maximum Internet exposure to potential buyers & interested parties and the greatest degree of index ability through search engine optimization (SEO) and other suitable methodology.

***Not Advantageous:*** The respondent demonstrates little knowledge of the technical requirements for an Internet based platform that fully addresses the Internet based bidding requirements of this RFP. The respondent has partially/ inadequately addressed the logistical and technical requirements of implementing an Internet based bidding platform. The respondent has partially/ inadequately addressed achieving maximum Internet exposure to potential buyers & interested parties and the greatest degree of index ability through search engine optimization (SEO) and other suitable methodology.

#### **5. Completeness of proposal.**

***Highly Advantageous:*** All requested items satisfactorily addressed.

***Advantageous:*** One (1) or two (2) requested items not included or unclear.

***Not Advantageous:*** Three (3) or more requested items not included or unclear.

Final acceptance of a proposal will be based on the information gathered from compliance with Quality Requirements, responses to the Comparative Evaluation Criteria, and proposed fee(s).

## **H. Rule of Award**

- 1.** The City of Quincy will review the proposals and then make an overall evaluation rating for each proposal as either highly advantageous, advantageous or not advantageous. Those proposals failing to meet the Quality Requirements shall be deemed as nonresponsive and shall be rejected.
- 2.** The City of Quincy will evaluate the qualifications and capabilities of each proposer, taking into consideration the proposer's ability to perform the required services as set forth in this RFP/Q and the proposed fee. City of Quincy shall arrive at a composite rating for the comparative evaluation criteria for each proposal received. In this manner, all proposals will be ranked. In determining the best overall proposal, the City/ Town will consider whether or not all of the above questions are answered in a satisfactory manner. It will also consider whether or not the minimum requirements as set forth in these specifications are met; the demonstrated ability of the firm to perform the services desired; responses from references; and the proposed fee for services. In this way
- 3.** The City of Quincy will ultimately choose the most appropriate responsive and responsible proposer to provide these services for the City of Quincy.
- 4.** As noted, the City of Quincy reserves the right to reject any proposal that, in its sole judgment, fails to meet the minimum requirements of this RFP; that are incomplete, conditional, obscure; that contains additions or irregularities; in which errors occur, or if it a bid is deemed to be in the best interests of the City of Quincy.
- 5.** The City of Quincy reserves the right to waive minor discrepancies or permit a proposer to clarify such discrepancies and so conduct discussions with all qualified proposers in any manner necessary to serve the best interests of the City of Quincy, Kathryn R. Hobin, Purchasing Agent will be the awarding and contracting authority on recommendation of the Tax Collector Deborah C. Coughlin.



# CITY OF QUINCY

## REQUEST FOR PROPOSAL: TAX TITLE AUCTION SERVICES FOR A SALE OF TAX TITLES BY INSTRUMENT OF ASSIGNMENT

### ATTACHMENT A: LIST OF TAX TITLES INCLUDING OUTSTANDING BALANCES

Parcel ID	Address	Principal	Interest	Fees	Per Diem	Total	Property Use
9554	245 INDEPENDENCE AVENUE	212,459.77	247,899.43	1,544.35	93.30	461,903.55	Commercial
15853	94 EAST HOWARD STREET	308,294.12	112,909.61	1,189.69	135.60	422,393.42	Commercial
6283	12 LEBANON STREET	89,586.32	58,288.35	513.19	39.46	148,387.86	Commercial
9903	53 LIBERTY STREET	43,817.31	23,757.66	80.00	19.19	67,654.97	Commercial
19984	233 ATLANTIC STREET	38,088.22	17,267.93	80.00	16.69	55,436.15	Commercial
11787	410 WILLARD STREET	38,115.19	12,085.12	203.12	16.76	50,403.43	Commercial
8075	64 EAST HOWARD STREET	26,523.43	8,236.65	1,274.39	12.15	36,034.47	Commercial
19973	239 ATLANTIC STREET	28,124.68	7,201.84	80.00	12.34	35,406.52	Commercial
10251	12-16 BROOKS AVENUE	20,188.42	6,360.59	947.31	9.19	27,496.32	Commercial
7914	607 WASHINGTON STREET	21,607.72	4,485.35	80.00	9.47	26,173.07	Commercial
16481	317-321 NEWPORT AVENUE	22,481.31	2,965.83	0.00	9.85	25,447.14	Commercial
8311	451 QUINCY AVENUE	18,627.88	2,986.96	80.00	8.16	21,694.84	Commercial
16482	10-16 BROOK STREET	16,531.10	3,686.61	80.00	7.24	20,297.71	Commercial
573	1181-1189 SEA STREET	17,069.66	1,032.59	80.00	7.48	18,182.25	Commercial
8035	135 HANCOCK STREET	14,857.70	2,458.40	80.00	6.51	17,396.10	Commercial
19680	323-325 HANCOCK STREET	16,057.21	971.34	80.00	7.04	17,108.55	Commercial
30734	21 MAYOR MCGRATH HWY U301	13,948.99	3,034.05	80.00	6.11	17,063.04	Commercial Condo
10637	13-17 COPELAND STREET	11,848.33	2,348.31	160.00	5.20	14,356.64	Commercial/Residential
34555	637 SOUTHERN ARTERY	10,888.12	2,444.95	80.00	4.77	13,413.07	Commercial Condo
34554	637 SOUTHERN ARTERY	10,395.68	2,333.42	80.00	4.55	12,809.10	Commercial Condo
11763	15 CENTRE STREET	11,739.04	324.19	0.00	5.15	12,063.23	Commercial
9299	80 INDEPENDENCE AVENUE	10,749.30	485.35	80.00	4.71	11,314.65	Commercial
10253	121-127 LIBERTY STREET	9,519.94	575.89	80.00	4.17	10,175.83	Commercial
23095	26 DENSMORE STREET	9,165.68	554.46	80.00	4.02	9,800.14	Commercial
8492	43 QUINCY AVENUE	9,125.35	552.01	80.00	4.00	9,757.36	Commercial
8585	11-13 FRANKLIN STREET	9,045.74	638.41	0.00	3.97	9,684.15	Commercial
9565	20 BENNETT LANE	4,372.88	4,288.20	186.33	1.93	8,847.41	Commercial Land
30585	1372 HANCOCK STREET	5,285.22	319.71	80.00	2.32	5,684.93	Commercial Condo
3020	405 SEA STREET	4,194.50	253.73	80.00	1.84	4,528.23	Commercial
16098	16 OLD COLONY AVENUE	3,772.61	228.22	80.00	1.65	4,080.83	Commercial
19889	78-78B SAGAMORE STREET	3,000.76	181.52	80.00	1.32	3,262.28	Commercial
30100	1147 HANCOCK STREET	2,752.73	166.50	80.00	1.21	2,999.23	Commercial Condo
31641	300 CONGRESS STREET	1,972.26	803.17	80.00	0.86	2,855.43	Commercial
86593	10 GRANITE STREET 4C	1,847.07	111.72	80.00	0.81	2,038.79	Commercial
9600	25 KIDDER STREET	74,961.17	71,304.78	1,565.18	33.48	147,831.13	Residential 2 Units
20853	73 QUINCY SHORE DRIVE	29,156.17	9,030.53	3,237.33	14.05	41,424.03	Residential 4 Units
17980	163 GRAND VIEW AVENUE	23,040.87	4,412.28	2,627.14	11.05	30,080.29	Residential 4-8 Units
15869	949 HANCOCK STREET	14,721.09	3,823.38	1,395.47	6.72	19,939.94	Residential 4-8 Units
19540	2 PIERCE STREET	10,736.09	2,141.36	0.00	4.71	12,877.45	Residential 4-8 Units
12461	100 ROBERTSON STREET	10,263.50	2,157.65	80.00	4.50	12,501.15	Residential 4-8 Units
9618	335 GRANITE STREET	8,928.35	540.09	80.00	3.91	9,548.44	Residential 4-8 Units
10913	117 A COPELAND STREET	5,280.71	319.44	80.00	2.32	5,680.15	Residential 2 Buildings
14507	92 ELM AVENUE	3,885.43	962.32	80.00	1.70	4,927.75	Residential 4-8 Units
20764	66 TIRRELL STREET	3,614.01	720.83	0.00	1.58	4,334.84	Residential 4-8 Units
5655	30 PARKER STREET	3,647.82	220.66	80.00	1.60	3,948.48	Residential 4-8 Units
9958	8 INTERVALE STREET	2,247.21	560.51	80.00	0.99	2,887.72	Residential 4-8 Units
17409	16 ELMWOOD PARK	1,843.89	111.54	80.00	0.81	2,035.43	Residential 4-8 Units

**CITY OF QUINCY**  
**REQUEST FOR PROPOSAL:**  
**TAX TITLE AUCTION SERVICES FOR**  
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**ATTACHMENT B: NON-DISCRIMINATION AND AFFIRMATIVE ACTION  
CERTIFICATION**

The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et. seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The City of Quincy shall not be liable for any costs associated with the Contractor's defense of claims of discrimination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Person Signing Proposal

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

# CITY OF QUINCY

## REQUEST FOR PROPOSAL: TAX TITLE AUCTION SERVICES FOR A SALE OF TAX TITLES BY INSTRUMENT OF ASSIGNMENT

### ATTACHMENT C: COMPLIANCE CERTIFICATION

**Qualification and Taxes:** The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits. Pursuant to MGL C.62C, S.49A, under the penalties of perjury that, to the best of its knowledge and belief, *the* Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

**Employment Security Contributions and Compulsory Workers' Compensation Insurance:** Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies compliance with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

**Additional Income Disclosure:** The Contractor certifies that the following amounts (attach list if applicable) represent all income due, or to become due, to the Contractor, for services rendered to the Commonwealth, any political subdivision or public authority, during the period of this contract.

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Signature

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Name of Person Signing Proposal

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Name of Firm

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Date

# CITY OF QUINCY

## REQUEST FOR PROPOSAL: TAX TITLE AUCTION SERVICES FOR A SALE OF TAX TITLES BY INSTRUMENT OF ASSIGNMENT

### **ATTACHMENT D: CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Signature

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Name of Person Signing Proposal

---

Name of Firm

---

Date

# CITY OF QUINCY

**REQUEST FOR PROPOSAL:  
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**ATTACHMENT E: FEE QUOTATION**

I, we agree \_\_\_\_\_ to provide all services  
*(Name of firm or appropriate individual)*  
requested under the above referenced RFP to the City of Quincy as follows:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Person Signing Proposal

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date